

**Make sure you check with your Human Resources Office for your agency's Progressive Discipline Policy. Your agency's policy may differ slightly.**

#### **CHART OF OFFENSES WITH ESTABLISHED DISCIPLINARY ACTIONS**

OFFENSE	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE	OFFENSE
Unauthorized Leave	Written Reprimand	Suspension	Termination		
Habitual Tardiness or Failure to Observe Assigned Work Hours	Oral Reprimand	Written Reprimand	Suspension	Termination	
Abuse of Leave	Oral Reprimand	Written Reprimand	Termination	(Refer to Family and Medical Leave Act and Americans With Disabilities Act)	
Excessive Absenteeism	(To be used for employees who become unreliable because of frequent absenteeism, even if for good and sufficient reasons. Termination should be preceded by oral counseling in an attempt to inform the employee of the problem. Refer to Family and Medical Leave Act and Americans With Disabilities Act)				
Leaving Work Station Without Authorization	Oral to Written Reprimand	Suspension	Termination		
Reporting to Work Under the Influence of Alcohol	Suspension	Termination		(Refer to Section 8-11-110 of the SC Code of Laws; Act on Alcoholism)	
Drinking Alcoholic Beverages on the Job	Termination			(Refer to Section 8-11-110 of the SC Code of Laws; Act on Alcoholism)	
Reporting to Work Under the Influence of Drugs	Suspension	Termination			
Possessing or Using Illegal Drugs on the Job	Termination				
Insubordination	Oral to Written	Suspension to			

	Reprimand	Termination	Termination	
Falsification of Suspension to Records or Documents	Termination	Termination		
Stealing	Termination			
OFFENSE	FIRST SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE	OFFENSE
Negligence	Oral to Written Reprimand	Suspension to Termination	Termination	
Willful Violation of Written Rules, Regulations or Written Policies	Suspension to Reprimand	Termination	Termination	
Unauthorized Use of State Equipment or Property	Oral Reprimand to Termination	Termination		
Destruction or Written Misuse of Property or Equipment	Reprimand to Suspension	Suspension to Termination	Termination	
Unauthorized Solicitation or Sales on State Premises	Oral to Written Reprimand	Suspension to Termination	Termination	
Unauthorized Possession of Firearms on the Job	Termination			
Unauthorized Distribution of Written or Printed Material of Any Kind	Written Reprimand	Suspension to Termination	Termination	
Sleeping While on Duty	Written Reprimand	Suspension to Termination	Termination	
Horseplay	Oral Reprimand	Written Reprimand	Suspension	Termination
Malicious Use of Profane/Abusive Language to Others	Oral Reprimand	Written Reprimand	Suspension	Termination
Loafing	Oral Reprimand	Written Reprimand	Suspension	Termination
Interference With Other Employee's Work	Oral Reprimand	Written Reprimand	Suspension to Termination	Termination
Working on Personal	Oral to			

Jobs During Work Hours	Written Reprimand	Suspension	Termination	
Excessive Use of Telephone for Personal Matters	Oral Reprimand	Written Reprimand	Suspension to Termination	Termination
OFFENSE	FIRST SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE	OFFENSE
Defacing State Property	Written Reprimand to Termination	Termination		
Sexual Harassment	Written Reprimand to Termination	Termination	(Refer to Sexual Harassment Policy)	
Conviction of Up to a felony	Termination			
Conviction of a misdemeanor which adversely reflects on an individual's suitability for continued employment	Termination			
Discourteous treatment of visitors and/or customers	Oral Reprimand to Suspension	Suspension to Termination	Termination	
Failure to maintain satisfactory or harmonious working relationships with employees or supervisors	Oral Reprimand	Written Reprimand	Suspension	Termination
Improper conduct or conduct unbecoming a state employee	Written Reprimand to Termination	Suspension to Termination	Termination	
Willful false statements to a supervisor	Suspension to Termination	Termination		
Workplace Violence	Termination		(Refer to Workplace Violence Policy)	

The above indicated actions in response to specific offenses are to be used as a guide and are not intended to be all-inclusive. At the occurrence of any of the listed offenses, or any that are not listed, the appropriate discipline shall be determined after the particular circumstances of the case have been carefully considered. The state and federal laws referenced above are not all-inclusive in administering discipline.

## **EMPLOYEE COMMENTS**

The employee may attach additional comments to any disciplinary action, if desired, within a preset amount of time.

## **WORKPLACE VIOLENCE**

Section 7, Chapter 1, Title 1 of the 1976 Code of Laws, Article 21, Workplace Domestic Violence Policy (Section 1-1-1410) requires every state agency to develop and implement an agency workplace domestic violence policy and adopt a “zero tolerance” approach to the act or threat of violence of any kind. If employees engage in any violence in the workplace, or threaten violence in the workplace, their employment will be terminated immediately for cause. The “zero tolerance” approach must be applied to all forms of workplace violence. These include, but are not limited to:

- ? Physical-the use of force in order to harm;
- ? Threats-expressions of intent to inflict injury;
- ? Harassment-words, gestures, and actions which tend to annoy, alarm, or abuse another person;
- ? Property damage-intentional damage to property owned by the state, employees, visitors, or vendors; and
- ? Domestic-physical harm or injury or an offer or attempt to cause physical harm or injury by a household member.